



We exist so children can excel.

JOB DESCRIPTION

Job Title	Executive Assistant
Position Type	Full-Time, 12 months, Classified
Reports To	Assistant Superintendent

The purpose of the Executive Administrative Assistant is to provide support for the Superintendent, Assistant Superintendent and other members of the Central Office Staff.

DUTIES & RESPONSIBILITIES

1. Shall serve as the receptionist for the Administration Building. Monitor access to the building, greet visitors, answer phones, transfer calls, take messages, and distribute mail.
2. Make travel arrangements, reservations, registrations, etc. for Superintendent, Assistant Superintendent, and Members of the Board of School Trustees.
3. Prepare, distribute, and post Board Agendas and Minutes, meeting local guidelines and timelines set forth by Indiana Code.
4. Maintain “official” Board Minute book.
5. Prepare and distribute other meeting agendas and materials to other groups as directed by the Superintendent or Assistant Superintendent (Leadership Team, Discussion Team, Superintendent’s Student Advisory Council, special committees, etc.)
6. Process all student “due process” forms and maintain files.
7. Process all student transfer forms and maintain files.
8. Process all student “certified” excessive absence letters.
9. Maintain corporation employee directory.
10. Maintain and update the following documents: Board Policy, Administrative Guidelines, Support Personnel Handbook, and Student Handbooks.
11. Maintain “risk management” documents.
12. Assist Assistant Superintendent in the operation and oversight of the AESOP substitute system.
13. Monitor two-way radio and provide assistance as needed at dismissal, until afternoon routes are completed.
14. Provide bus information to parents/guardians and school personnel as needed.
15. Other duties as assigned by the Superintendent or Assistant Superintendent.

SKILLS & QUALIFICATIONS

1. Minimum of high school diploma.
2. High degree of dependability and reliability.
3. Ability to ensure security of sensitive and/or confidential data.
4. Conscientious of time sensitive deadlines.
5. Proficient in Microsoft Office and Google applications.
6. Proficient command of the English language, both written and verbal.
7. Ability to communicate with the public in a courteous and helpful manner.

Evaluated By	Assistant Superintendent
	The employee shall be evaluated annually.